



OPTIONAL RESOURCE

Training & Implementation Planning Guide

A thoughtful starting point, not a prerequisite. Complete what feels useful; skip anything not yet clear. This guide is for organizational requests, not individual therapy.

01 A little about your organization

ORGANIZATION / AGENCY

YOUR NAME

ROLE / TITLE

EMAIL

02 What brings you to STCS?

What opportunity, need, question, or change prompted you to reach out?

YOUR THOUGHTS

03 What would make this work worthwhile?

If our work together is useful, what might be different for your team, its practice, or the people it serves?

YOUR THOUGHTS

04 Where might we partner?

Choose any areas you are considering. It is fine to be unsure.

☐ Training & facilitation

☐ Consultation & technical assistance

☐ Coaching & reflective supervision

☐ Communities of Practice

☐ Curriculum & resource development

☐ Implementation & fidelity support

☐ Leadership / workforce development

☐ Evaluation & continuous improvement

☐ Not sure; I would like to explore

☐ Other

People, context & practice

Understanding where you are starting helps shape support around the realities of the work, not a predetermined package.

05 Who would be involved?

ROLES, TEAMS, PARTNERS, OR WORK SETTINGS

APPROXIMATE NUMBER OF PARTICIPANTS, IF KNOWN

LOCATION / SERVICE REGION

06 What is already happening?

WHAT IS WORKING WELL, AND WHAT STRENGTHS COULD WE BUILD UPON?

WHAT HAVE YOU TRIED, LEARNED, OR ENCOUNTERED? WHERE IS SUPPORT MOST NEEDED?

07 How might the work take hold?

Consider the support that could help the work translate into daily practice:

- | | |
|--|--|
| ☐ Practice / application activities | ☐ Coaching / feedback |
| ☐ Supervisors / internal champions | ☐ Communities of Practice |
| ☐ Tools / curricula / job aids | ☐ Fidelity / performance feedback |
| ☐ Implementation planning | ☐ Not sure / to be explored |

WHAT WOULD HELP PEOPLE APPLY THE WORK OR SUSTAIN PROGRESS?

Shape, timing & next steps

Estimates are welcome. We can work out details together after the initial conversation.

08 What shape might fit?

IDEAL TIMING OR TARGET WINDOW

DURATION OR CADENCE, IF KNOWN

DELIVERY FORMAT (ANY THAT COULD WORK)

☐ In person

☐ Virtual

☐ Hybrid

☐ Not sure

GEOGRAPHIC, SCHEDULING, TECHNOLOGY, OR ACCESSIBILITY CONSIDERATIONS

09 Practical conditions (optional)

FUNDING, PROCUREMENT, REPORTING, OR APPROVALS THAT COULD SHAPE THE WORK (BUDGET NOT REQUIRED)

10 Anything else?

OTHER CONTEXT, QUESTIONS, OR PRIORITIES YOU WOULD LIKE US TO EXPLORE

WHAT HAPPENS NEXT

Use this guide to reflect, bring it to a conversation, or send it after we connect to soto@sotoconsulting.com. There is no requirement to complete it before reaching out.

PRIVACY

For organizational training, consultation, coaching, and implementation only. Do not include client or patient identifiers or sensitive health information. Individual psychotherapy uses the separate Clinical Practice pathway.